



## STANDARD OPERATING MANUAL (SOM)

ONLINE APPLICATION FOR EXAMINATIONS BY STUDENTS  
THROUGH ONLINE MODE (2019-2020)



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## 1. Abbreviation

Sl. No.	Abbreviation	Description
1.	RGU	Rajiv Gandhi University
2.	IQAC	Internal Quality Assurance Cell
3.	CA	Competent Authority
4.	SOM	Standard Operating Manual
5.	OAES	Online Application for Examinations System
6.	HoD	Head of the Department
7.	OAEP	Online Application for Examinations Portal
8.	OTP	One Time Password

## 2. Introduction

Rajiv Gandhi University is one among the central universities in India. RGU is a premier institution of the state of Arunachal Pradesh located in Northeastern region of the nation. The objective of the University is to "disseminate and advance knowledge by providing instructional and research facilities in such branches of learning which may play a positive role in the socio-economic and cultural development of Arunachal Pradesh". In tune with this objective, the university has a vision to increase the Gross Enrolment Ratio (GER) in higher education as per the national targets of 50 percent and to persistently improve our NAAC and NIRF ranking.

Implementation of Online Application for Examinations System (OAES) for students is one such effort towards achieving the targets set in vision of Rajiv Gandhi University.

## 3. Scope

The scope of this document is to bring out the process that would be followed by the students to apply for appearing in their semester examinations through Online Application for Examinations Portal (OAEP). Students can download their online generated application form and money receipt against their payment of examinations fees. For students who are eligible for appearing in the examinations, their admit card will be generated online and they would be able to download and print their admit card form anywhere and anytime till the closing of the OAEP.

## 4. Previous Method

Before the introduction of the OAES for students, students used to apply manually through hard copies of application forms for examinations. They used to pay their examination fees through challan in the bank. These forms were distributed before the semester examinations.

After scrutiny of the applications, admit cards were issued to the students who were found to be eligible for appearing in the examinations.

## 5. Online Application for Examinations System

In line with the existing mode of submission of applications for examinations by the students, the form filling and submission process is done online. The payment of examination fees is also done through online modes. After acceptance of their examination forms by their concern departments, the students who are eligible for appearing in the examinations can download their admit cards form the OAEP. The existing form has been designed and is provided through the university's web portal [rguonline.in](http://rguonline.in).

## 6. Procedure

The lifecycle of the submission of Application Form for Examinations by the students through the Online Application for Examinations System (OAES) is categorized into the following stages.



## 7. Prerequisites

Before applying for examinations through OAEP, students are expected to be prepared with the following prerequisites.

- A working personal mobile number and email id. All the correspondences will be made to the student through these contact details. OTP and emails will be sent to these contacts only.
- A neat and clean high resolution passport size photograph showing the face of the student clearly.
- A neat and clean scan copy of the student's signature.
- Scanned copy of marks sheet of previous semester examination passed.
- Student should be prepared with payment instruments such as Debit Card/ Credit Cards/ Net Banking/ UPI etc. for transacting through online mode.

## 8. Step-by-Step Guide


The students who are eligible for appearing in the examinations may apply through the Online Application for Examinations Portal (OAEP).

### 8.1. Redirection from website to OAEP

Students will have to visit [www.rgu.ac.in](http://www.rgu.ac.in) homepage to get redirected to the online examination fee collection portal 2019-2020. Otherwise students may directly visit <https://rguonline.in/exam-fee/login> to apply.

### 8.2. Signup and Login

For applying for examinations through OAEP, a student needs to sign up and register in the portal. This is a onetime activity required for creating your account in the portal.



Rajiv Gandhi University


Visit RGU Website [Sign Up](#)

ONLINE APPLICATION PORTAL FOR EXAMINATION

LOGIN

Email \*

Password\*




[Forgot Password?](#)

[Submit](#)

Don't have an account? [Register Here](#)

- Once you get redirected to the above page then you may login into the system if you are already registered, however if you are not registered then you can register yourself by clicking the [Register Here](#) button.
- As soon as you click the [Register Here](#) button the following page will be displayed.

**NOTE:** Students are advised to keep their registered email id and mobile number in hand for login purposes.



Sign Up

First Name \*

Middle Name

Last Name \*


Roll No \*

Email \*

Mobile \*

Password\*

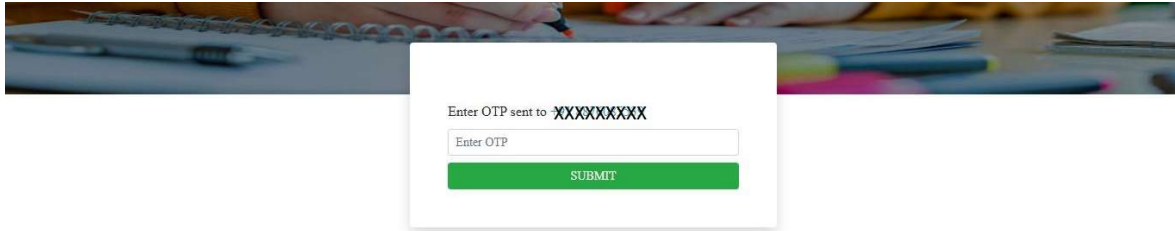
Confirm Password\*



[Register](#)

Already have an account? [Login](#)

- Enter all the details in the signup screen. Make sure you are entering a valid email id and mobile number. After filling all the details click on the [Register](#) button and you will receive a message in your mobile number containing an OTP. Enter the OTP and click on the [Submit](#) button.

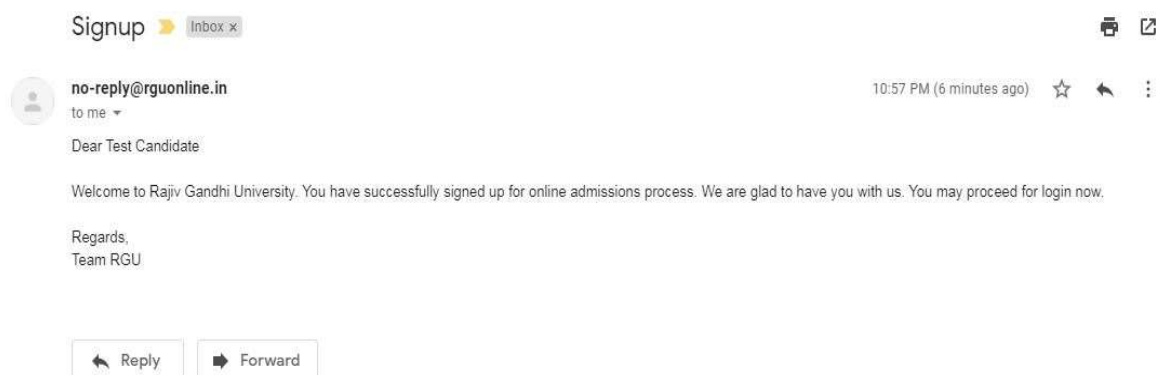
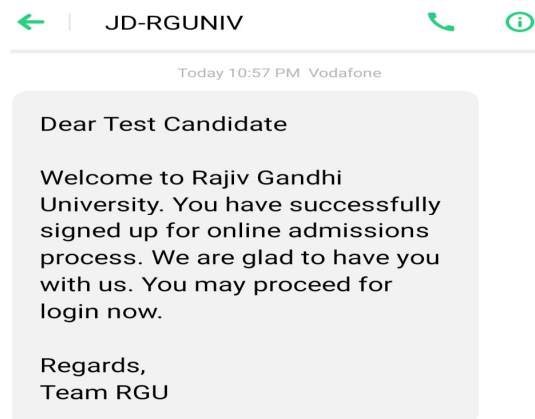


Enter OTP sent to XXXXXXXX

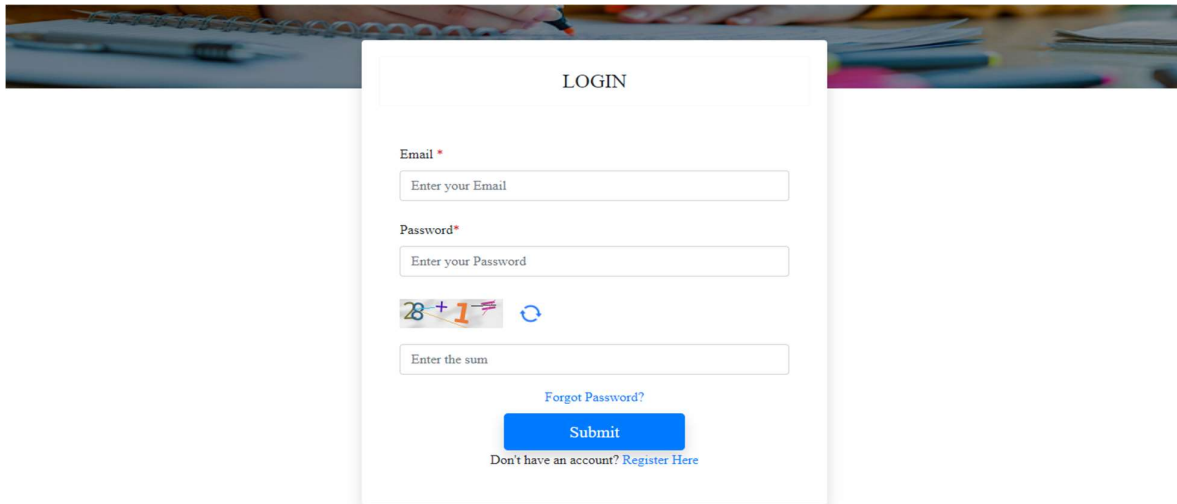
Enter OTP

SUBMIT

- Once you click on the [Submit](#) button the following message and email will come to you.





- Once you successfully register into the portal you will again be redirected to the login screen. Enter your email and password to login into the system.



**LOGIN**

Email \*

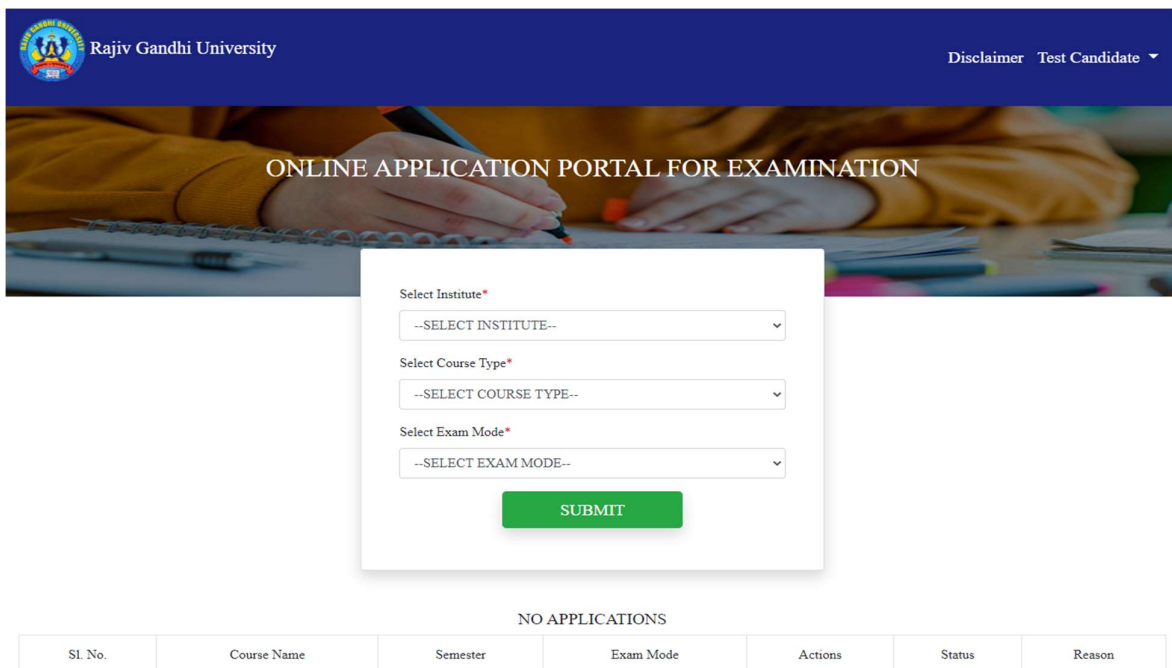
Password \*

[Forgot Password?](#)  
  
 Don't have an account? [Register Here](#)

### 8.3. Filling up the form

- As as you click the [Submit](#) button, the following page will appear



**ONLINE APPLICATION PORTAL FOR EXAMINATION**

Select Institute \*

Select Course Type \*

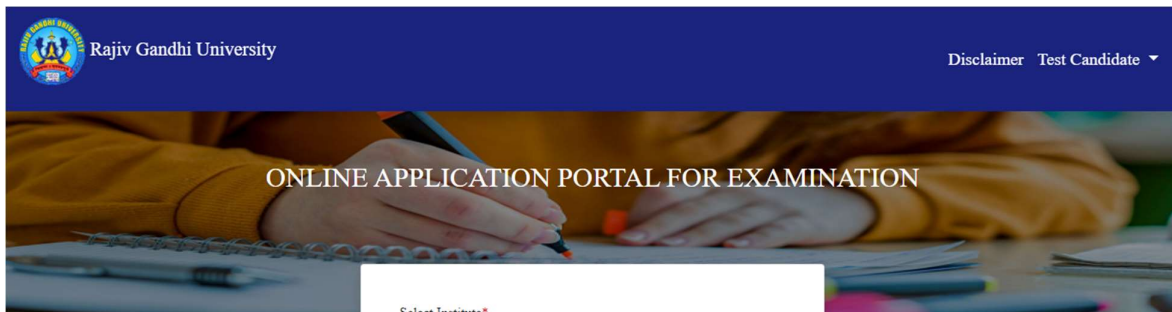
Select Exam Mode \*

NO APPLICATIONS

Sl. No.	Course Name	Semester	Exam Mode	Actions	Status	Reason
---------	-------------	----------	-----------	---------	--------	--------

- Fill-up the details according to your [Institute](#), [Department](#), [Course Type](#), [Course](#), [Semester](#) and [Exam Mode](#). Refer the below image as an example.





Select Institute\*

Rajiv Gandhi University

Select Department\*

Department of Computer Science & Engineering

Select Course Type\*

Under Graduate

Select Course\*

Bachelor of Computer Application

Select Semester\*

Semester II

Select Exam Mode\*

Regular

**SUBMIT**

NO APPLICATIONS

Sl. No.	Course Name	Semester	Exam Mode	Actions	Status	Reason
---------	-------------	----------	-----------	---------	--------	--------

- After filling the details click the [Submit](#) button and the following page will be displayed

Rajiv Gandhi University

Disclaimer Test Candidate

**Rajiv Gandhi University**  
Rono Hills, Doimukh (Arunachal Pradesh) 791112

Exam Form For Under Graduate

Exam Mode: Regular Course: Bachelor of Computer Application Roll No: 1234598

Name of Institute\* Department \*

Rajiv Gandhi University Department of Computer Science & Engineering

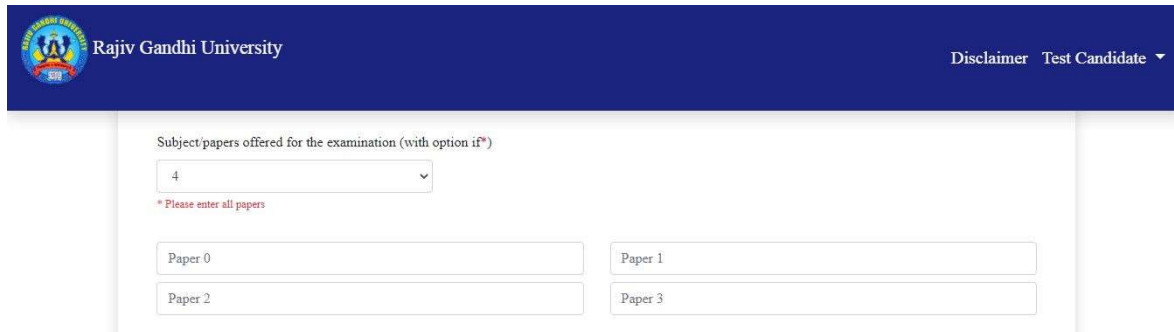
Name of Examination\* Semester Centre of Examination \*

Bachelor of Computer Application Semester II Rajiv Gandhi University

First Name\* Middle Name Last Name \*

Test Enter your middle name Candidate

- Input all the details asked in the Application form. Fields marked with \* are mandatory. If your Permanent address and Present Address are the same then tick on Yes option. Else write down both the addresses separately.
- Tick all the fields which are concerned with you. (No, Yes)
- Enter the [Subject/papers offered for the examination](#) with the number of papers you want to appear for and enter the name of the papers as displayed in the following image.



Rajiv Gandhi University Disclaimer Test Candidate ▾

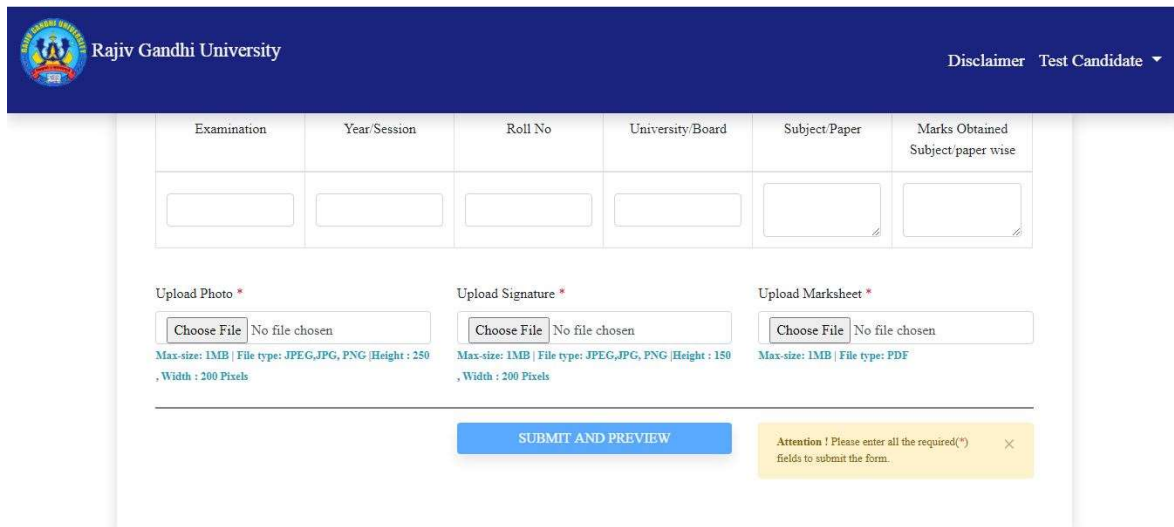
Subject/papers offered for the examination (with option if\*)

4 ▾

\* Please enter all papers

Paper 0	Paper 1
Paper 2	Paper 3

- Enter the [Particulars of the last examination passed](#) and upload your photo, signature and mark sheet as displayed in the following image.



Rajiv Gandhi University Disclaimer Test Candidate ▾

Examination	Year/Session	Roll No	University/Board	Subject/Paper	Marks Obtained Subject/paper wise
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Photo \*

No file chosen

Max-size: 1MB | File type: JPEG,JPG, PNG |Height : 250 , Width : 200 Pixels

Upload Signature \*

No file chosen

Max-size: 1MB | File type: JPEG,JPG, PNG |Height : 150 , Width : 200 Pixels

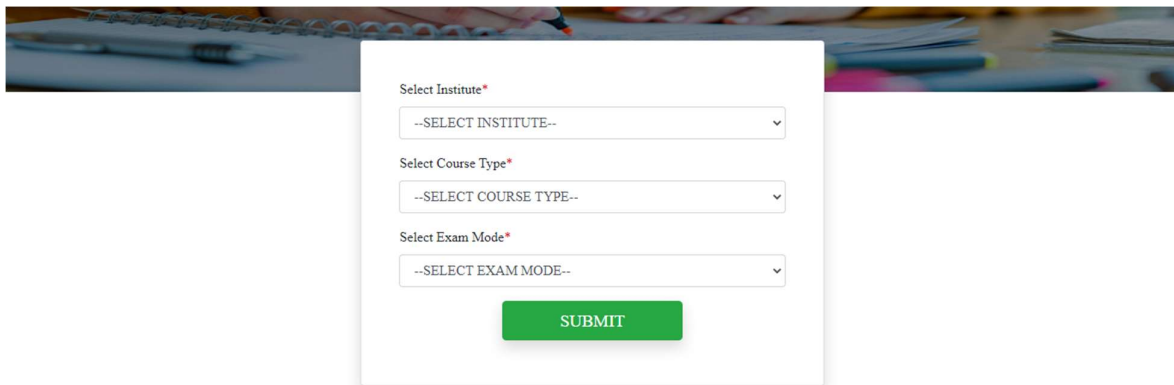
Upload Marksheet \*

No file chosen

Max-size: 1MB | File type: PDF

Attention ! Please enter all the required(\*) fields to submit the form.

- If you want to fill the rest of the details later on, then you may logout from the portal and at any point of time can login into the portal and click on the [Complete Application Form](#) button to access your form as shown in the following image.



Select Institute\*

--SELECT INSTITUTE--

Select Course Type\*

--SELECT COURSE TYPE--

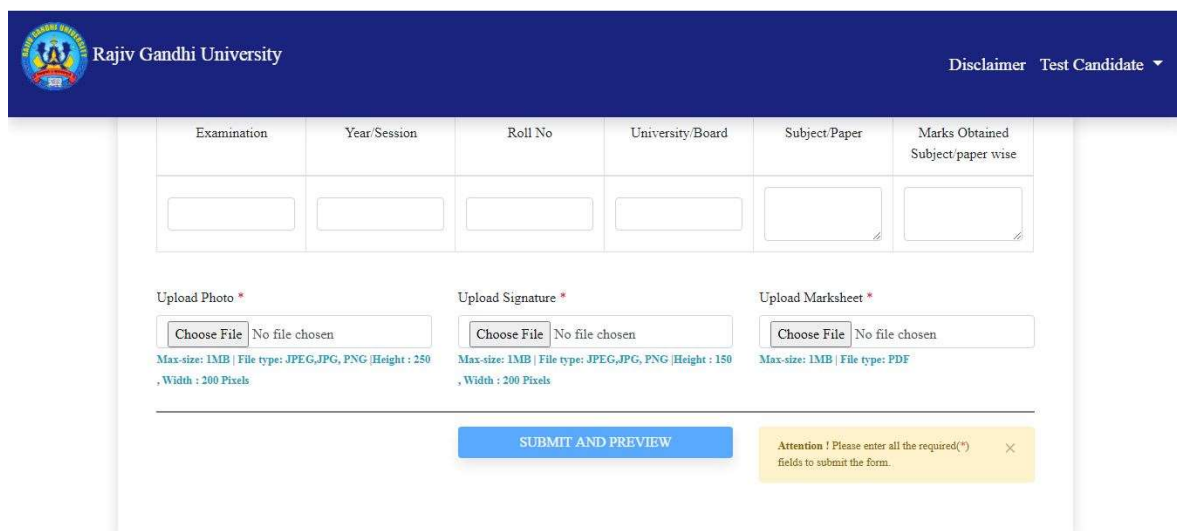
Select Exam Mode\*

--SELECT EXAM MODE--

**SUBMIT**

Sl. No.	Course Name	Semester	Exam Mode	Actions	Status	Reason
#1	Bachelor of Computer Application	Semester II	Regular	<b>Complete Application Form</b>	STEP 1 COMPLETED	

- Finally after filling all the details if you want to completely submit the form then click on the **SUBMIT AND PREVIEW** button to submit the form as per the image displayed below.



**Rajiv Gandhi University** Disclaimer Test Candidate ▾

Examination	Year/Session	Roll No	University/Board	Subject/Paper	Marks Obtained Subject/paper wise
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Photo \*

**Choose File** No file chosen

Max-size: 1MB | File type: JPEG,JPG, PNG |Height : 250 , Width : 200 Pixels

Upload Signature \*

**Choose File** No file chosen

Max-size: 1MB | File type: JPEG,JPG, PNG |Height : 150 , Width : 200 Pixels

Upload Marksheet \*


**Choose File** No file chosen

Max-size: 1MB | File type: PDF

**SUBMIT AND PREVIEW**


Attention ! Please enter all the required(\*) fields to submit the form. ✕

- After clicking the **SUBMIT AND PREVIEW** button you will be taken to a preview page. Here you can **Edit** the form if anything needs to be changed and if everything is okay then you can click on the **Final Submit** button as shown in the following image.


Rajiv Gandhi University
Disclaimer Test Candidate ▾





**36. Particulars of the last examination passed**

Examination	Year/Session	Roll No	University/Board	Subject/Paper	Marks Obtained Subject/paper wise
1st Sem	2020	XXXX	RGU	XXXXX	XXXX



Signature of Applicant

FINAL SUBMIT
EDIT

- After clicking the Final Submit button the next page is followed by a declaration page. Click on the [I Agree](#) button to proceed to the next [Payment Page](#) as shown in the following image.

### Declaration

i. I have not passed this or any other equivalent examination from this or any other university


ii. I have filled in the form with my own hand after study of the university prospectus pertaining to the year and session of this examination

iii. The statements made in the form are correct and true to the best of my knowledge and belief

☒ I agree
 SUBMIT AND NEXT - PAYMENT

## 8.4. Paying the Examination Fees

The following page is displayed after clicking the [Submit And Next](#) button.



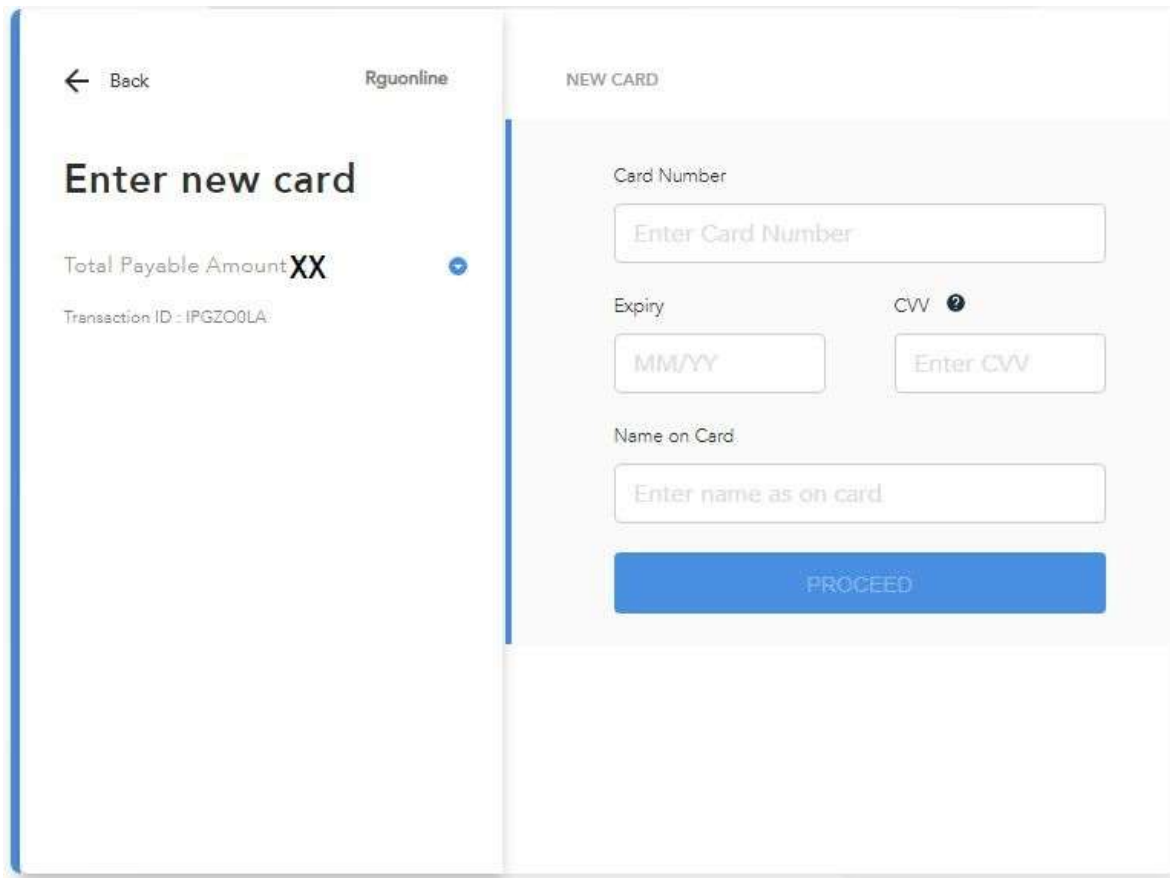
**Rajiv Gandhi University**  
Rono Hills, Doimukh (Arunachal Pradesh) 791112

Application fee details for your admission 2019-20 in Rajiv Gandhi University

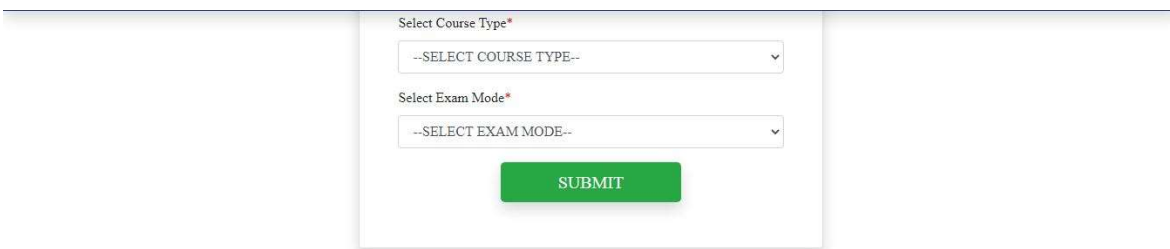
Name of the applicant: Test Candidate	Applied Course: Bachelor of Computer Application	Institute: Rajiv Gandhi University
Department : Department of Computer Science & Engineering	Course Type : Under Graduate	Semester : Semester II
Exam Mode : Regular		
Registration fees amount : XXX /-	Amount In Words : XXXXX	

PAY NOW

- **PAY NOW** button is followed by the following page where you need to fill all your banking details to proceed.



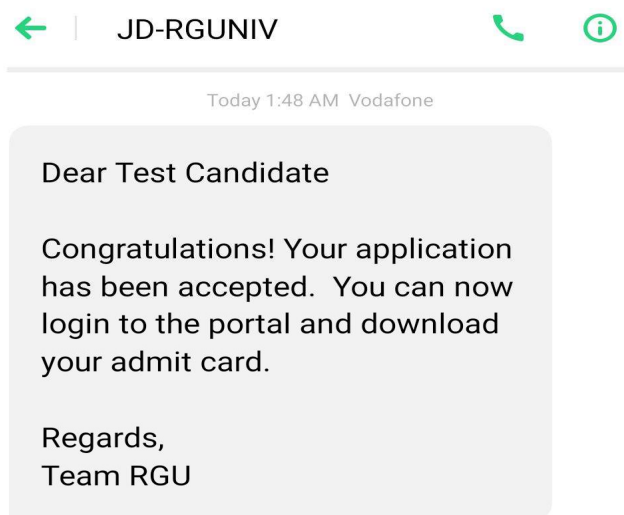
- After successful payment you will be redirected to the main dashboard where you can view and download the [Money Receipt](#) as shown below. At this stage your form is getting reviewed, hence the status is showing as [Reviewing](#).



Sl. No.	Course Name	Semester	Exam Mode	Actions	Status	Reason
#1	Bachelor of Computer Application	Semester II	Regular	<a href="#">Application Form</a> <a href="#">Money Receipt</a>	<a href="#">Reviewing</a>	

## 8.5. Downloading Admit Card

If your form is approved after getting reviewed by the HoD, then you will receive the following message



- At this stage i.e. after getting approved the dashboard will also be updated with your Admit Card where you can view and download the same as shown below.

Select Exam Mode\*

--SELECT EXAM MODE--

SUBMIT

Sl. No.	Course Name	Semester	Exam Mode	Actions	Status	Reason
#1	Bachelor of Computer Application	Semester II	Regular	<div style="background-color: #28a745; color: white; padding: 2px 10px; margin-bottom: 2px;">Application Form</div> <div style="background-color: #dc3545; color: white; padding: 2px 10px; margin-bottom: 2px;">Money Receipt</div> <div style="background-color: #007bff; color: white; padding: 2px 10px;">Admit Card</div>	Approved	

- You may again follow the steps to fill up the form for other [Exam Modes](#).

\*\*\*\*\* BEST WISHES FOR YOUR EXAMS \*\*\*\*\*